



ISIS HR Quick Tips

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Additional Date Specifications (IT0041) for Denied Merits

How do I track the reasons why an employee was denied a merit increase?

In an effort to assist agencies in tracking denied merit increases, additional date specifications have been added to the ISIS HR system. The new date specifications are: “NoMerit-EligNoBudget”, “NoMerit-EligOthrPerf”, and “NoMerit-RSupvNotElig.” If an agency opts to utilize these date specifications and their budget prevents them from granting merit increases, they could record the “NoMerit-EligNoBudget” date specification for their employees. In the event a supervisor fails to comply with the provisions outlined in the Chapter 10: Performance Planning and Review rules with regards to timely planning and rating sessions then the date specification “NoMerit-RSupvNotElig” could be maintained to indicate why the merit increase was denied.

As a reminder, those employees that are eligible for a merit increase but do not receive one should have a date specification of “NotGrantElgMeritDat.” Please see ISIS HR Quick Tips [#24](#) and [#29](#) for additional information regarding this requirement.

Date specifications can be reported on using the ZP25: Date Specifications Report. Please see the [ISIS Help Script for the ZP25](#) for additional information regarding this report.